

**GOVERNMENT OF NATIONAL CAPITAL OF DELHI
DIRECTORATE OF EDUCATION (SECRETARIAT BRANCH)
ROOM NO.223, OLD SECTT. DELHI-110054**

F.No.1(7)/Edn.Sectt./RPU/CIC/PROMOTION/1/2021/ 3690-92

Dated- 5.09.24

✓ To,

All Deputy Director of Education,
Directorate of Education,
Old Sectt., Delhi-54.

Sub: Promotion of Educational & Vocational Guidance Counsellor (EVGC) to the post of Counsellor-in-Charge.

Sir/Madam,

A proposal for filling the Vacant posts of Counsellor-In-Charge, by promotion from its feeder cadre post i.e. EVGC is under consideration in the Department.

Accordingly, requisite documents i.e. Complete folder containing APARs for the years i.e w.e.f. 2015-16 to 2022-23 (In Original), Work and Conduct Report, Integrity Certificate, Penalty statement for the last 10 years and Vigilance Clearance Report at School, District and H.Q. Level, in respect of the eligible EVGCs (As per enclosed list) are required:-

Therefore, all concerned Deputy Director of Education, DoE, are requested to forward the aforementioned requisite documents in r/o eligible EVGCs (As per enclosed list) within 10 days from the date of receipt of this letter positively so that the further course of action may be taken in the matter.

Encl: As above.


Deputy Director Education (Sectt.)

F.No.1(7)/Edn.Sectt./RPU/CIC/PROMOTION/1/2021/ Dated-

Copy for information to:-

1. P.S./P.A. to the Secretary (Edn.)/Director Edn./Joint DE(Admn.), DoE, GNCTD, Old Secretariat, Delhi-54.
2. DDE(EVGB), Directorate of Education, Jhandewalan, Karol Bagh, Delhi-05.
3. DDE(Vigilance), DoE, GNCTD with the request to provide Vigilance Clearance Report at HQ Level.
4. In-charge, Computer Cell with the request to upload this letter on www.edudel.nic.in


Deputy Director Education (Sectt.)

S.No.	Snt y. No.	EMP. I.D.	Name	D.O.B.	Category	Requisite Documents Required
1	191	19970204	Chhavi Pandit	25.12.1965	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level.
2	192	19970234	Upasana Khatri	01.01.1969	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
3	193	19970242	Savita Ahuja	21.11.1962	UR	APAR for the year 2015-16 to 2022-23 and Integrity Certificate, work & Conduct Report, No. Penalty Statement from the last 10 years, Vigilance Report at School Level, District Level , H.Q. Level
4	194	19970284	Suman Sachdeva	02.10.1964	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
5	195	19970409	Manjula Bhagi	18.03.1965	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
6	196	19970464	Rakhi Sharma	26.07.1970	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
7	197	19970773	Amita Garg	16.05.1968	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
8	198	19980732	Krishan Pal Singh	23.01.1962	UR	APAR for the year 2015-16 to 2022-23 and Integrity Certificate, work & Conduct Report, No. Penalty Statement from the last 10 years, Vigilance Report at School Level, District Level , H.Q. Level
9	199	20192676	Swati	02.10.1990	OBC	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
10	200	20192540	MANISHA	10.01.1990	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
11	201	20192687	NEHA KAUSHIK	19.12.1989	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
12	202	20195611	PRAGYA SHANDILYA	08.11.1992	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
13	203	20192683	ANJU	06.09.1989	OBC	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
14	204	20192559	SWATI SIROTIYA DWIVEDI	05.09.1989	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level

15	205	20192573	BANI SINGH	09.06.1991	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
16	206	20195613	KADAMBARI	16.07.1989	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
17	207	20195616	BABY RANI	02.12.1988	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
18	208	20192673	CHAKSHU MISHRA	30.08.1988	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
19	209	20192701	SWATI SONKAR	19.01.1993	SC	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
20	210	20192630	NEETI	12.10.1993	UR	APAR for the years 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level
21	211	20192514	Anupama Mishra	04.05.1994	UR	APAR for the year 2015-16 to 2022-23 and Integrity Certificate, work & Conduct Report, No. Penalty Statement from the last 10 years, Vigilance Report at School Level, District Level, H.Q. Level Certificate Regarding Completion of Probation Period
22	212	20192703	Shashi Parbha	20.02.1994	UR	APAR for the year 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level Certificate Regarding Completion of Probation Period
23	213	20195614	Preeti Nandal	06.07.1990	OBC	APAR for the year 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level Certificate Regarding Completion of Probation Period
24	214	20192546	Dr. Heena Ranawat	10.03.1988	Gen.	APAR for the year 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level Certificate Regarding Completion of Probation Period
25	235	20192576	Sheely Tanwar	30.11.1987	SC	APAR for the year 2015-16 to 2022-23 Integrity Certificate, Work & Conduct Report, No Penalty Statement from last 10 Years, Vigilance Report at School Level, District Level, H.Q. Level Certificate Regarding Completion of Probation Period

Note:- In case APAR (In Original) in r/o any official for the above mention period is already submitted in this Branch, need not to forwarded photocopy of the same.

ANNEXURE-A

NON REPORTING CERTIFICATE

This is to certify that the ACR/APAR for the period from _____
to _____ is respect of **Sh/Smt/Ms** _____, **EVGC**
has not been **reported** due to

_____.

Hence, the ACR/APAR for the aforesaid period may be treated as **Non Reporting Period.**

Dated: _____

Name, Signature with Seal of Officer

NON REVIEWING CERTIFICATE

This is to certify that the ACR/APAR for the period from _____ to _____
in respect of **Sh/Smt/Ms** _____, **EVGC** has not
been **reviewed** due to

_____.

Hence, the ACR/APAR for the aforesaid period may be treated as **Non Reviewing Period.**

Dated: _____

Name, Signature with Seal of Officer

ANNEXURE-B**-1-
PROFORMA**

1	Name of the officer (Sh / Smt / Miss)			
2	Employee ID			
3	Gender [Male /Female]			
4	Date of Birth			
5	Seniority No. in EVGC List			
6	Date of Appointment to the post of EVGC			
7	Date of physical joining as EVGC			
8	Category [UR / SC / ST]			
9	Present place of posting			
10	Present District			
11	Is ACRs / APARs for the years 2015-16 to 2022-23 available. [Yes / No] (Original ACRs/APARs will be required to be submitted)	Year	Yes	No
		2015-16		
		2016-17		
		2017-18		
		2018-19		
		2019-20		
		2020-21		
		2021-22		
		2022-23		
12	(a) Whether any adverse remarks in ACR / APAR, reported / reviewed [Yes / No]			
	(b) If yes, whether the same was communicated to concerned officer [Yes / No]			
	(c) If yes, what was decision of competent authority in r/o adverse remarks, if any.			
13	Whether Work Conduct & Integrity certified by concerned senior officer & furnished [Yes/No]			
14	Whether any vigilance case pending or penalty imposed / in operation at school, zone , district, DOV level [Yes / No] , if yes , detail thereof. If not , a No Penalty Certificate is to be enclosed.			
15	(i) Contact Number of concerned DDE			
	(ii) Individual Mobile Number			

Name & Signature of Head of School with seal

Annual confidential report/Annual Performance cum Appraisal report for the following period:
Gradation thereof

Period	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Gradation								

In case one or more ACR/APAR of aforementioned period is not available, ACR/APAR of preceding years be provided

Period				
Gradation				

This is to certify that aforementioned information has been **verified from the service book/record** and found to be correct.

Checked & verified by

Name, Designation & Signature

Name and Signature of HOS with seal

The vigilance status of the officer is as under:-

.....

.....

Name and Signature of DDE with seal

ANNEXURE-C**Name of the Office/School**

Sl. No.	Name & designation of the officer (Sh./Smt./Km.)	Date of Birth	Details of any vigilance matter/ disciplinary proceeding/criminal proceedings pending or contemplated against the officer	Details of the penalties imposed, if any	Details of the previous posting (s)		Any other relevant information
					Office/School	Period	
1	2	3	4	5	6	7	8

It is certified that above information is as per service book and personal files/ record and is true and correct.

Name, Signature of HOS with seal**Name, signature of DDE (District) with seal**